



LEROY D. BACA, SHERIFF

County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169



June 29, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Dear Supervisors:

**APPROVE LAW ENFORCEMENT SERVICE AGREEMENTS
BETWEEN THE COUNTY OF LOS ANGELES
AND FORTY (40) CONTRACT CITIES
(ALL DISTRICTS) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve the renewal of the Sheriff's Department's Municipal Law Enforcement Service Agreements for thirty-six (36) Contract Cities for the period of July 1, 2004, through June 30, 2009 (See Attachment A in reference to the thirty-six (36) Contract Cities).
2. Authorize the Approval of the Municipal Law Enforcement Service Agreements. Under the provisions of Article 1, Section 56-1/2 and 56-3/4 Charter of the County of Los Angeles, the County shall have the authority to provide for the assumption and discharge of municipal functions of any of the cities and towns within said County whenever requested by such city.
3. Instruct the Chairman to sign each renewal of the Sheriff's Department's Municipal Law Enforcement Service Agreements for the remaining four (4) Contract Cities, effective upon the execution by each City through June 30, 2009 (See Attachment B in reference to the four (4) Contract Cities).
4. In the event that the four (4) Contract Cities listed in Attachment B do not return signed agreements for municipal law enforcement services by June 30th, authorize the Sheriff to amend the existing agreements to allow for the

A Tradition of Service

continuation of such services for 30 days, at which time the Sheriff will return to the Board to seek approval for executed agreements with these cities. Two (2) of these cities, South El Monte and Lawndale, plan to adopt resolutions for law enforcement services prior to June 30, 2004. The remaining two (2) cities are scheduled to vote on this matter in the first week of July 2004.

PURPOSE /JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the agreements is to provide the forty (40) Contract Cities listed in Attachments A and B with municipal law enforcement services within each said city.

The language in the current contracts has been altered in the proposed agreement to reflect changes recommended by the Auditor-Controller, reflected in his report to your Board, dated May 7, 2003. In particular, each city will now be required to execute a new service deployment schedule (Attachment A SHAD 575 form) that will be attached to the city's contract at the beginning of each fiscal year and at any other time the city requests a change in the level of service. Previously, service level changes were accomplished by receipt of a letter from the city requesting the change. Because of this and other more minor changes to the language of the contract, the Board is being requested to authorize this new contract with each city, rather than simply renewing the prior contract.

The contracts continue to provide that the Auditor-Controller shall determine the change in rates annually based upon State law and based on the policies and procedures adopted by your Board.

Approval of these contracts will permit the Sheriff's Department to continue to provide general law enforcement services to each of the cities which have requested such services.

Implementation of Strategic Goals

This recommended action conforms with Los Angeles County's Strategic Plan, Goal 2: Workforce Excellence, by enhancing the quality and productivity of service through law enforcement efforts of protecting the community. This action also conforms to Goal 4: Fiscal Responsibility, by strengthening the County's fiscal capacity through additional resources acquired from these agreements.

As part of the Board's commitment to the County of Los Angeles, your approval of the recommended action would enhance Los Angeles County's Strategic Plan, Goal 8: Public Safety, by maintaining a law enforcement presence in the contract cities. The Sheriff's Department can facilitate a more rapid and organized deployment of safety personnel to all segments of the County in situations of terrorism.

FISCAL IMPACT/FINANCING

None. The forty (40) Contract Cities shall pay the Sheriff's Department for the said services in each agreement according to the appropriate and prevailing billing rates as determined by the Auditor-Controller each fiscal year. The forty (40) Contract Cities are aware the rates will change at the beginning of every fiscal year hereafter, as determined by the Auditor-Controller and indicated in the Municipal Law Enforcement Service Agreement. The contract city rates are calculated by the Auditor-Controller, pursuant to the requirements of Section 51350, California Government Code, and the policies and procedures adopted by your Board.

Fiscal Year 2004-2005 aggregate revenue estimates for the forty (40) Contract Cities is \$175.5 million. These revenues are collected in 12 equal payments over the course of the fiscal year pending deployment vacancies and personnel additions or deletions.

FACTS AND PROVISIONS

The forty (40) Contract Cities, as indicated in Attachments A and B, desire to obtain the services of general law enforcement within the said city limits. The term of the agreements is for a five (5) year period. The Board has a renewal option, with approval by each City Council, for an additional successive five (5) year period.

These agreements have been approved as to form by County Counsel.

The attached contract analysis is in accordance with the Board of Supervisors' Policy Number 5.045, Law Enforcement Services Contracts Review, and has been approved by both the Auditor-Controller and Chief Administrative Offices.

IMPACT ON CURRENT SERVICES

The renewal of the attached agreements will continue to improve the quality of law enforcement services and public safety to the incorporated cities listed in Attachment A

and B, and the unincorporated areas of Los Angeles County, by enhancing the response times for law enforcement services. Both the County of Los Angeles and the Contract Cities benefit from the synergistic effects and the utilization of County resources in the most efficient manner. This is accomplished by the sharing of Department overhead expenditures.

CONCLUSION

The Sheriff's Department's Contract Cities Program has provided benefits to both the Sheriff and the County as a whole. Primarily, the Program has provided the opportunity to build new Sheriff's Stations in strategic locations throughout the County, resulting in greater visibility and faster response times to the unincorporated areas. In addition, the Contract Cities Program has allowed the Sheriff to increase personnel and resources which benefits both the unincorporated and contract city areas without impacting the County Budget. This has further enhanced the Sheriff's ability to deploy personnel and other resources during times of mutual aid, disasters, and emergencies. The Sheriff has also been able to expand partnerships, provide greater responsiveness, and increase regional focus on reducing crime as a result of serving contract cities within the county.

Upon approval by your Board, it is requested that the Executive Officer, Board of Supervisors, provide the signed agreements and attachments to Captain Edward Rogner of the Sheriff's Department's Contract Law Enforcement Bureau.

Respectfully submitted,


LEROY D. BACA
SHERIFF

Attachment A

Thirty Six (36) Contract Cities

Agoura Hills	Lakewood
Artesia	Lancaster
Avalon	Lomita
Bellflower	Malibu
Bradbury	Norwalk
Calabasas	Palmdale
Carson	Paramount
Cerritos	Pico Rivera
Commerce	Rancho Palos Verdes
Diamond Bar	Rolling Hills
Duarte	Rolling Hills Estates
Hawaiian Gardens	Rosemead
Hidden Hills	San Dimas
Industry	Santa Clarita
La Cañada Flintridge	Temple City
La Habra Heights	Walnut
La Mirada	West Hollywood
La Puente	Westlake Village

Attachment B

Four (4) Contract Cities

Compton
South El Monte
Lynwood
Lawndale

**CONTRACT
TABLE OF CONTENTS
LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
& THE CITY OF LA PUENTE**

PARAGRAPH	TITLE	PAGE
RECITALS.....		2
1.0	CONTRACT AUTHORIZATION.....	2
2.0	ADMINISTRATION OF PERSONNEL.....	2
3.0	DEPLOYMENT OF PERSONNEL.....	4
4.0	PERFORMANCE OF CONTRACT.....	4
5.0	INDEMNIFICATION.....	5
6.0	TERM OF CONTRACT.....	5
7.0	RIGHT OF TERMINATION.....	5
8.0	CONTRACT SUM.....	6
9.0	PAYMENT PROCEDURES.....	6
10.0	ENTIRE AGREEMENT.....	7
SIGNATURES.....		8

CITY-COUNTY
MUNICIPAL LAW ENFORCEMENT SERVICES AGREEMENT

THIS AGREEMENT, dated for purposes of reference only,
_____, 2004, is made by and between the COUNTY OF LOS
ANGELES, hereinafter referred to as "County," and the CITY OF, hereinafter
LA PUENTE referred to as "City".

RECITALS:

(a) The City is desirous of contracting with the County for the performance of the law enforcement functions described herein by the Los Angeles County Sheriff's Department.

(b) The County of Los Angeles is agreeable to rendering such services on the terms and conditions set forth in this agreement.

(c) Such contracts are authorized and provided for by the provisions of Section 56-1/2 and 56-3/4 of the Charter of the County of Los Angeles and Article 1, Chapter 1, Part 2, Division 1, Title 5 of the Government Code of the State of California.

THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1.0 CONTRACT AUTHORIZATION

1.1 The County agrees, through the Sheriff of the County of Los Angeles, to provide general law enforcement services within the corporate limits of City to the extent and in the manner hereinafter set forth.

1.2 Except as otherwise specifically set forth in this Agreement, such services shall only encompass duties and functions of the type coming within the jurisdiction of and customarily rendered by the Sheriff of the County of Los Angeles under the Charter of the County and the statutes of the State of California, and under the municipal codes of the City.

2.0 ADMINISTRATION OF PERSONNEL

2.1 During the term of this agreement, the Sheriff or his designee shall serve as Chief of Police of the City and shall perform the functions of the Chief of Police at the direction of the City.

2.2 The rendition of the services performed by the Sheriff's Department, the standards of performance, the discipline of officers, and other matters incident to the performance of such services and the control of personnel so employed shall remain with the County.

2.3 In the event of a dispute between the parties to this contract as to the extent of the duties and functions to be rendered hereunder, or the minimum level or manner of performance of such service, the City shall be consulted and a mutual determination thereof shall be made by both the Sheriff of the County and the City.

2.4 With regard to sections 2.2 and 2.3, the Sheriff, in an unresolved dispute, shall have final and conclusive determination as between the parties hereto.

2.5 All City employees who work in conjunction with the Sheriff's Department pursuant to this Agreement shall remain employees of the City and shall not have any claim or right to employment, civil service protection, salary, or benefits or claims of any kind from the County based on this Agreement. No City employee as such shall become employees of the County unless by specific additional agreement in the form of a merger contract which must be concurrently adopted by the City and County.

2.6 For the purpose of performing services and functions, pursuant to this agreement and only for the purpose of giving official status to the performance thereof, every County officer and/or employee engaged in performing any such service and function shall be deemed to be an officer or employee of the City while performing such service for the City, as long as the service is within the scope of this agreement and is a municipal function.

2.7 The contracting City shall not be called upon to assume any liability for the direct payment of any Sheriff's Department salaries, wages, or other compensation to any County personnel performing services hereunder for said City. Except as herein otherwise specified, the City shall not be liable for compensation or indemnity to any County employee or agent of the County for injury or sickness arising out of his/her employment as a contract employee of the City.

2.8 As part of its compliance with all applicable laws and regulations relating to employee hiring, the County agrees that the County Civil Service Rules to which it is subject and which prohibit discrimination on the basis of non-merit factors, shall for purposes of this contract be read and understood to prohibit discrimination on the basis of sexual orientation.

3.0 DEPLOYMENT OF PERSONNEL

3.1 General law enforcement services performed hereunder may include, if requested by the City, supplemental security support, supplemental sworn officer support, and supplemental professional civilian support staff.

3.2 Services performed hereunder and specifically requested by the City shall be developed in conjunction with the Sheriff and indicated on a Los Angeles County Sheriff's Department SH-AD 575 Deployment of Personnel form (Attachment A).

3.3 A new SH-AD 575 Deployment of Personnel form shall be authorized and signed annually by the City and the Sheriff or his designee each July 1, and attached to this contract as an amendment to the level of service and the contract sum.

3.4 Should the City request a change in level of service other than pursuant to the annual renewal, an additional SH-AD 575 Deployment of Personnel form shall be signed and authorized by the City and the Sheriff or his designee and attached to this contract as an amendment to the level of service and the contract sum.

3.5 The most recent dated and signed SH-AD 575 Deployment of Personnel attached to this contract shall be the staffing level in effect between the County and the City

3.6 The City is not limited to the foregoing services indicated in Attachment A, but may also request any other service in the field of public safety, law, or related fields within the legal power of the Sheriff to provide.

4.0 PERFORMANCE OF CONTRACT

4.1 For the purpose of performing said functions, County shall furnish and supply all necessary labor, supervision, equipment, communication facilities, and supplies necessary to maintain the agreed level of service to be rendered hereunder.

4.2 Notwithstanding the foregoing, the City may provide additional resources for the County to utilize in performance of the services.

4.3 When and if both parties to this contract concur as to the necessity of maintaining a law enforcement headquarters or Sheriff's Department substation within the City which would not normally be provided by the Sheriff, the City shall furnish at its own cost and expense all necessary office space, and the Sheriff shall have authority to negotiate with the City regarding which entity shall pay for furniture and furnishings, office supplies, janitor service, telephone, light, water and other utilities.

4.4 It is expressly further understood that in the event a local office or building is

maintained in said City, such quarters may be used by the Sheriff of the County of Los Angeles in connection with the performance of his duties in territory outside of the City, provided, however, that the performance of such outside duties shall not be at any additional cost to the City.

4.5 Notwithstanding the foregoing, it is mutually agreed that in all instances where special supplies, stationery, notices, forms, and the like must be issued in the name of said City, the same shall be supplied by the City at its own cost and expense.

5.0 INDEMNIFICATION

5.1 The parties hereto have executed an Assumption of Liability Agreement approved by the Board of Supervisors on December 27, 1977, and/or a Joint Indemnity Agreement approved by the Board of Supervisors on October 8, 1991, and/or a revised Joint Indemnity Agreement approved by the Board of Supervisors on August 9, 1993.

Whichever of these documents the City has signed later in time is currently in effect and hereby made a part of and incorporated into this agreement as if set out in full herein.

5.2 In the event the Board of Supervisors later approves a revised Joint Indemnity Agreement and the City executes the revised agreement, the subsequent agreement as of its effective date shall supersede the agreement previously in effect between the parties hereto.

6.0 TERM OF CONTRACT

6.1 Unless sooner terminated as provided for herein, this agreement shall be effective July 1, 2004 and shall remain in effect until June 30, 2009.

6.2 At the option of the Board of Supervisors and with the consent of the City Council, this agreement may be renewable for successive periods not to exceed five years each.

7.0 RIGHT OF TERMINATION

7.1 Either party may terminate this agreement as of the first day of July of any year upon notice in writing to the other party of not less than sixty (60) days prior thereto.

7.2 Notwithstanding any provision herein to the contrary, the City may terminate this agreement upon notice in writing to the County given within sixty (60) days of receipt of written notice from the County of any increase in the rate for any service to be performed hereunder, and in such an event this agreement shall terminate sixty (60) calendar days from the date of the City's notice to the County.

7.3 This agreement may be terminated at anytime, with or without cause, by either party upon written notice given to the other party at least 180 days before the date specified for such termination.

7.4 In the event of a termination, each party shall fully discharge all obligations owed to the other party accruing prior to the date of such termination, and each party shall be released from all obligations which would otherwise accrue subsequent to the date of termination.

8.0 CONTRACT SUM

8.1 The City shall pay for the services provided under the terms of this service agreement at the rate established by the Auditor-Controller.

8.2 The rates indicated in the SH-AD 575, Deployment of Personnel form shall be readjusted by the County Auditor-Controller annually effective July 1, of each year to reflect the cost of such service in accordance with the policies and procedures for the determination of such rate as adopted by the Board of Supervisors of County.

8.3 The City shall be billed based on the service level provided within the parameters of the SH-AD 575, Deployment of Personnel form.

8.4 The cost of other services requested pursuant to this agreement and not set forth in the SH-AD 575, Deployment of Personnel form shall be determined by the Auditor-Controller in accordance with the policies and procedures established by the Board of Supervisors of County.

9.0 PAYMENT PROCEDURES

9.1 The County, through the Sheriff of the County of Los Angeles, shall render to said City within ten (10) days after the close of each calendar month a summarized invoice which covers all services performed during said month, and said City shall pay County for all undisputed amounts within sixty (60) days after date of said invoice.

9.2 If such payment is not delivered to the County office which is described on said invoice within sixty (60) days after the date of the invoice, the County is entitled to recover interest thereon. For all disputed amounts, the City shall provide County with written notice of the dispute including the invoice date, amount, and reasons for dispute within 10 days after receipt of the invoice. The parties shall memorialize the resolution of the dispute in writing. For any disputed amounts, interest shall accrue if payment is not received within 60 days after the dispute resolution is memorialized.

9.3 Interest shall be at the rate of ten percent (10%) per annum or any portion thereof, calculated from the last day of the month in which the services were performed, or in the case of disputed amounts, calculated from the date the resolution is memorialized.

9.4 Notwithstanding the provisions of Government Code Section 907, if such payment is not delivered to the County office which is described on said invoice within sixty (60) days after the date of the invoice, or in the case of disputed amounts, from the date the resolution is memorialized, the County may satisfy such indebtedness, including interest thereon, from any funds of the City on deposit with the County without giving further notice to City of County's intention to do so.

10.0 ENTIRE AGREEMENT

10.1 This Agreement and Attachment A hereto, constitute the complete and exclusive statement of the parties which supercedes all previous agreements, written or oral, and all communications between the parties relating to the subject matter hereof. All changes or amendments to this Agreement must be in writing and mutually executed by authorized personnel on behalf of the City and the County. The Sheriff or his designee is authorized by the County to execute supplemental agreements referenced in sections 3.0, 4.3, and 9.2 of this Agreement.

//
//
//
//
//
//
//
//
//
//
//
//
//
//
//
//

**AGREEMENT BETWEEN
COUNTY OF LOS ANGELES
& THE CITY OF LA PUENTE**

WITNESS WHEREOF, the Los Angeles County Board of Supervisors has caused this Agreement to be subscribed by its Chair and the seal of such Board to be hereto affixed and attested by the Executive Officer thereof, and the City has caused this Agreement to be subscribed in its behalf by its authorized officer.

COUNTY OF LOS ANGELES

By _____
DON KNABE
Chair, Board of Supervisors

ATTEST:
VIOLET VARONA-LUKENS
Executive Officer-Clerk
Los Angeles County
Board of Supervisors

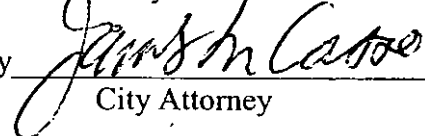
By _____
Deputy

CITY OF LA PUENTE,

By _____
CITY OF LA PUENTE, MAYOR

ATTEST:

By 
City Clerk

By 
City Attorney

APPROVED AS TO FORM:

Lloyd W. Pellman
County Counsel

By 
Senior Deputy County Counsel

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

CONTRACT CITY LAW ENFORCEMENT SERVICES

Service Level AuthorizationCITY: La PuenteFISCAL YEAR: 2004 - 2005EFFECTIVE DATE: July 1, 2004

CODE #	SERVICES	TOTAL SERVICE UNITS PURCHASED			CONTRACT LAW USE ONLY
		NEW	PREVIOUS	CHANGE	
	DEPUTY SHERIFF SERVICE UNIT				
306	40 Hour	14.9840	14.9840	0.0000	
307	56 Hour			0.0000	
308	70 Hour			0.0000	
309	84 Hour			0.0000	
310	Non-Relief	3.0000	3.0000	0.0000	
	DEPUTY SHERIFF SERVICE UNIT (BONUS LEVEL)				
301	40 Hour			0.0000	
302	56 Hour			0.0000	
303	70 Hour			0.0000	
304	84 Hour			0.0000	
305	Non-Relief Motor			0.0000	
305	Non-Relief	1.0000	1.0000	0.0000	
335	GROWTH DEPUTY Non-Relief			0.0000	
336	GROWTH DEPUTY, BONUS 1 Non-Relief			0.0000	
	GRANT UNITS (Non-Relief Only)				
383	Deputy	1.0000	1.0000	0.0000	
386	Deputy No Vehicle			0.0000	
384	Deputy B-1	2.0000	2.0000	0.0000	
385	Deputy B-1 No Vehicle			0.0000	
387	Sergeant			0.0000	
	SUPPLEMENTAL POSITIONS (Non-Relief Only)				
	Lieutenant			0.0000	
353	Sergeant			0.0000	
348	Sergeant (Motor)			0.0000	
354	Watch Deputy			0.0000	
325	CSA With Vehicle			0.0000	
327	No Vehicle			0.0000	
347	Security Officer			0.0000	
339	Law Enforcement Tech / No Vehicle			0.0000	
340	Law Enforcement Tech with Veh use			0.0000	
343	Operations Asst I			0.0000	
344	Operations Asst II			0.0000	
345	Operations Asst III			0.0000	
351	Stn Clerk II			0.0000	
329	Crime Analyst			0.0000	
331	Custody Assistant			0.0000	
	Other (Need to insert cost on Pg 2)			0.0000	
ATTN:	Routine City Helicopter Billing Agreement Indicate	YES	YES		

HOURS OF SERVICE & ESTIMATED CHARGES

	COST	HOURS PER SERVICE UNIT	MINUTES
DEPUTY SHERIFF SERVICE UNIT			
40 Hour	\$177,117.	14.984	2,653,921.13
56 Hour	\$247,964	0	0.00
70 Hour	\$309,955	0	0.00
84 Hour	\$371,946	0	0.00
Non-Relief	\$161,016	3	483,048.00
DEPUTY SHERIFF SERVICE UNIT (BONUS LEVEL)			
40 Hour	\$137,288	0	0.00
56 Hour	\$262,200	0	0.00
70 Hour	\$327,750	0	0.00
84 Hour	\$393,300	0	0.00
Non-Relief Motor	\$170,260	0	0.00
Non-Relief	\$170,260	1	170,260.00
GROWTH DEPUTY Non-Relief	\$108,928	0	0.00
GROWTH DEPUTY, B-1 Non-Relief	\$117,423	0	0.00
GRANT UNITS (Non-Relief Only)			
Deputy	\$108,928	1	108,928.00
Deputy No Vehicle	\$108,390	0	0.00
Deputy B-1	\$117,423	2	234,846.00
Deputy B-1 No Vehicle	\$114,885	0	0.00
Sergeant	\$140,812	0	N/A
SUPPLEMENTAL POSITIONS (Non-Relief Only)			
Lieutenant	\$153,516	0	N/A
Sergeant	\$140,812	0	N/A
Sergeant (Motor)	\$148,415	0	0.00
Watch Deputy	\$114,834	0	0.00
CSA With Vehicle	\$46,482	0	0.00
No Vehicle	\$38,680	0	0.00
Security Officer	\$69,445	0	0.00
Law Enforcement Tech / No Vehicle	\$58,454	0	0.00
Law Enforcement Tech with Veh use	\$62,042	0	0.00
Operations Asst I	\$56,828	0	N/A
Operations Asst II	\$70,174	0	N/A
Operations Asst III	\$80,357	0	N/A
Stn Clerk II	\$52,389	0	N/A
Crime Analyst	\$81,555	0	N/A
Custody Assistant	\$66,184	0	0.00
Other (Need to insert cost on Pg 2)	Unknown	0	0.00
ESTIMATED COST FOR SERVICE UNITS **	\$3,651,063.13		
TOTAL ESTIMATED COST			

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

CONTRACT CITY LAW ENFORCEMENT SERVICES

DEPLOYMENT SURVEY

EFFECTIVE DATE: July 1, 2004

La Puente

SERVICE UNIT	TOTAL UNITS PURCHASED	DEPLOYMENT										TOTAL UNITS ASSIGNED
		GENERAL LAW			TRAFFIC LAW			DEP	SPECIAL	D.B.	TEAM	
		EM	DAY	PM	EM	DAY	PM	MOTOR	ASSIGN.		LDR	
DEPUTY, GENERALIST												
No-Relief	3		1						2			3
40 Hour	14.984	3	3.98	3	1	2	2					14.98
56 Hour	0											0
70 Hour	0											0
84 Hour	0											0
DEPUTY, B-1												
No-Relief/Motor	1										1	1
40 Hour	0											0
56 Hour	0											0
70 Hour	0											0
84 Hour	0											0
APPROVED GRANTS												
Deputy	1								1			1
Deputy, No-veh	0											0
B-1	2							2				2
B-1, No-veh	0											0
GROWTH DEPUTY												0
Deputy	0											0
Deputy, B-1	0											0

*NOTE: License Detail and Crossing Guard are billed on an hourly basis and billed monthly as service is provided.

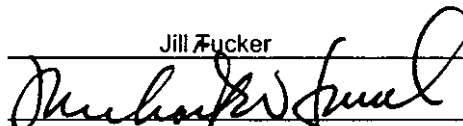
License Detail and Crossing Guard are billed on an hourly basis and billed monthly as service is provided.

REPORT PREPARED BY:

Jill Tucker

DATE: April 19, 2004

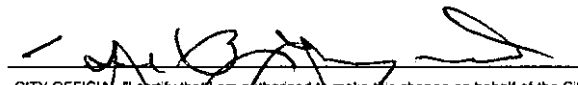
APPROVED BY:


 STATION COMMANDER

DATE:

6-1-04

CITY APPROVAL BY:


 CITY OFFICIAL "I certify that I am authorized to make this change on behalf of the City"

DATE:

6-1-04

PROCESSED AT CLEB BY:



DATE:

06-10-04

BILLING MEMO REQUIRED:

"BLUE" REQUIRED:

MINUTE PROGRAM:

YES	NO